

Revised: 19 September 1962

NIS Chapter VII
Supplementary Instructions No. 2
issued by the Chapter VII Editor

OUTSTANDING PERSONALITIES

Content and Style of Presentation

1. Include only truly outstanding people, not all who have published a scientific or technical article -- or even a research paper. No individual ought to receive more than 20 typed lines; most notes should be about half that long. Points a through f must always be covered to the extent they are applicable; the coverage of other points is desirable but not essential. Use phrases and clauses rather than complete sentences, but do not abbreviate.
2. Arrange names in alphabetical order by surname, indent 5 spaces, and give:
 - a. Surname in caps (as spelled by the individual himself) followed by a comma.
 - b. Other names and initials, comma.
 - c. Academic and/or other titles, space, 2 hyphens, space.
 - d. Field of specialization, period; if item "e" is included, substitute a semi-colon for the period.
 - e. Very brief evaluation of professional stature if exceptionally outstanding, period.
 - f. Present or last reported professional position with years of employment (to the extent known), period.
 - g. Very recent important positions in other countries (if any), with years of employment for each, if possible, period.
 - h. Most significant honors received with years, period.
 - i. Service on high-level advisory and planning committees with years, period.
 - j. Significant contributions made or outstanding papers presented at international conferences, period.
 - k. Most important current research projects conducted, period.
 - l. Year of birth, period; add place of birth if individual is not native-born.

C-O-N-F-I-D-E-N-T-I-A-A-L

GROUP 1
Excluded from automatic
downgrading and
declassification

CONFIDENTIAL

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3. **FORMAT** (to permit insertion in NIS Section 76 without retyping):

- a. Legal size paper
- b. Triple spacing
- c. Original on bond and 4 carbons
- d. Sources to be listed on separate sheets of paper than monograph write-ups.
- e. Each page or monograph to have following data at top of page:

CIA - September 1962

NIS-31
Sec 76

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Supplementary Instructions for NIS Chapter VII

OUTSTANDING PERSONALITIES

Fictitious Samples

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BROWN, John C., Prof. Dr. -- Neurology; pioneer in muscular reflex research. Director, Neurological Analysis Laboratory, Lancaster, since 1951. Professor of Neurology and Chairman, Faculty of Medicine, University of Lancaster, from 1931 to 1946. Received Order of the British Empire in 1952 and King's Citation in 1945. Served on Neurological Council, WHO, in 1949. Recent research: factors limiting muscular strength, conditioned strength in muscles, and drugs altering muscular reflexes. Born 1885.

JONES, Carl Albert, Dr. -- Infant diseases; promising young researcher. Lecturer in Infant Diseases, Carlton University, London, in 1955. Research: physiological effects of pulmonary diseases on infants 5 or less years old. Born 1923.

SMITH, Charles William, Cdr., Dr. -- Surgery; well known in the United Kingdom for his bone research. Chief, Bone Division, London Naval Surgical College, in 1955. Research Associate, Brown Prosthetic Devices Corp., Edinburgh, before 1949. Served on British Empire Study Group on Bone Grafting, during 1947-1949. Studies include: chemical inhibition of bone regrowth, the significance of abnormal bone cells, and the knitting of bones of men 50 to 70 years old. Born 1915, in Nancy, France.